

JOB POSTING

JUNIOR SALES ASSOCIATE / LEASING ASSISTANT

VICTORIA, BC

About Townline

The Townline Group is a Real Estate Development Company primarily focused in the Lower Mainland and Vancouver Island. Our development and construction portfolios are diverse and consist of mixed-used multi-family and commercial construction, as well as non-market and purpose-built rental housing. Townline is a well-rounded company with proven teams specialized in the areas of Development, Affordable Housing, Finance, Acquisitions, Construction, Sales, Marketing and Customer Care all housed under one roof. Townline has been building homes since 1981 and believe diversity is the cornerstone to our success and longevity.

Opportunity

Currently we are in need of a motivated Junior Sales Associate / Leasing Assistant to join our Victoria team. The ideal candidate is a highly organized individual who is an effective communicator, a creative problem solver and someone who thrives in a collaborative team environment.

This is an exciting opportunity for someone who would like to work with one of BC's most respected and proven residential and mixed-use developers.

Role Description

The Junior Sales Associate / Leasing Assistant will assist the Sales Manager in the following areas: sales process, deal updates and contracts, homeowner and realtor experience, marketing, administration and operations and will also assist the Property & Leasing Manager with a variety of administrative and tenant experience tasks as needed. We are looking for a candidate with sales and administrative capabilities, who is looking to grow in their sales career, and is also open to future leasing agent opportunities in the Greater Victoria area.

The Duties of the Junior Sales Associate/ Leasing Assistant may include but are not limited to:

- Assisting the Sales Manager to execute the sales process in a friendly and professional way, in combination with the Townline Core Values and the Townline Way;
- Building a positive brand experience for Townline's homeowners and realtors, while delivering an exceptional customer experience;
- Assisting the Sales Manager with all database-related activities throughout the sales process;
- Providing up to date prospect/purchaser information on Lasso Data System;

- Assisting the Sales Manager in preparing weekly sales agenda and prospect report for weekly meetings with TLM;
- Assisting the Sales Manager in administrative duties for new deals;
- Assisting with special marketing functions; ability to work a flexible schedule outside of sales centre hours, as required;
- Assisting with standing inventory home reviews, to ensure quality home hand-off from our Customer Care department;
- Leading maintenance and deficiency reporting for our Presentation Centre and model homes, to ensure execution matches our superb construction quality;
- Providing key fobs for HP1 parking stall tenants;
- Maintaining records of provided key fobs for HP1 rented parking stalls;
- Acting as the point of contact for issues with Commercial Tenants;
- Reporting any issues from the Commercial Tenants to the Property & Leasing Manager;
- Providing access to trades, realtors and other team members to the various Commercial Properties;
- Serving landlord notices to the Commercial Tenants;
- Committed to the highest ethical standards and takes pride in Townline's tradition of excellent service to our homeowners, consultants, trades, suppliers, working partners and staff;
- Fulfill other responsibilities and tasks as required by the Developer and TLM.

Qualifications and Requirements:

- 2+ years of sales experience, preferably in a Real Estate environment;
- Proficiency with MS Office applications (Office 365);
- Experience using Lasso and Avesdo preferred, but not required;
- Strong communication, integration, problem-solving and interpersonal skills;
- Results-oriented with the ability to interpret and effectively manage multiple and competing priorities and time lines;
- Demonstrated reputation for acting with a high level of integrity at all times;
- Outgoing, personable attitude;
- Although not required, fluency in Cantonese or Mandarin would be an asset.

To find out more about Townline, please check out our website at **townline.ca**

TO APPLY:

Please submit your cover letter and resume via BambooHR at:

<https://townline.bamboohr.com/jobs/view.php?id=30&source=aWQ9MTY%3D>

We thank you in advance for applying; however, only those short listed will be contacted.